

Attendance Dues Agreement

BETWEEN: Mission Colleges Lower Hutt Trust Board ("the Proprietor") as Proprietor of Sacred Heart College, Lower Hutt ("the school")

AND: The following Parents/Caregivers

Complete all sections of this form – print clearly in capital letters

Existing Attendance Dues A/c No:									
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(Leave this number blank if this is your first student to be enrolled in a Catholic school in the Wellington Archdiocese)

Details	Parent/Caregiver 1	Parent/Caregiver 2
Title		
Surname		
First Names		
Relationship to student		
Residential Address		
Post code		
Phone (day)		
Phone (mobile)		
Email address		

WHO have enrolled the following student(s) at the school:

First and middle names of student(s)	Surname of student(s)	Gender M/F	Pref Y/N	Year level	Start Date

Acknowledgement

1. I acknowledge that I have read and understand this **Attendance Dues Agreement** and agree to comply with its terms and conditions.
2. I also agree to advise the Archdiocese of Wellington Dues team in writing if my/our circumstances change.
3. I accept responsibility for the payment of the attendance dues charged by the proprietor.

-----/-----/20-----
 Signature of parent/caregiver 1 Name (please print) Date

-----/-----/20-----
 Signature of parent/caregiver 2 Name (please print) Date

1.0 Introduction

- 1.1 The Proprietor has entered into an Integration Agreement with the Minister of Education in respect of the school. The Integration Agreement, made pursuant to *the Private Schools Conditional Integration Act 1975* ("**the Integration Act**"), provides that the Proprietor may enter into an agreement with the Parents or other persons accepting responsibility for the education of a child providing that, as a condition of the enrolment or attendance of the child at the school, the Parents or other persons shall pay attendance dues.
- 1.2 Attendance dues are used by the Proprietor for the purposes specified in Section 36 of the Integration Act.

2.0 Agreement to pay Attendance Dues

- 2.1 By signing this **Attendance Dues Agreement**, you are agreeing that, as a condition of enrolment of the student(s) at the School, you will pay all attendance dues charged by the Proprietor in respect of the student(s).
- 2.2 Each year, the Proprietor will issue you with an invoice for all attendance dues payable in respect of the student(s) and you agree to pay the invoice in full by the date stipulated in it (unless you have previously made alternative payment arrangements with the Proprietor).
- 2.3 If you default in paying any attendance dues then any recovery costs incurred by the Proprietor will be an additional expense to be paid by you (and will be added to the total attendance dues owing and payable by you).
- 2.4 You are also acknowledging that the Proprietor:
- (a) May increase attendance dues from time to time provided such increases are within the maximum attendance dues permitted to be charged by the Ministry of Education;
 - (b) Is likely to review and (if necessary) increase the level of attendance dues payable at least annually.

3.0 Use of Personal Information Provided

- 3.1 The Proprietor is committed to respecting your privacy by protecting the information you voluntarily provide. The information will be held and stored securely by the Archdiocese of Wellington (ADW), which administers attendance dues on behalf of the Proprietor.
- 3.2 Information entered into the ADW database is protected using industry standard technology such as encryption and password protection. Information is only accessible to personnel who need access to do their work and will be used primarily for administration of attendance dues.
- 3.3 Information about outstanding attendance dues may be shared by ADW with the Proprietors and personnel of other Catholic Schools attended by members of your family, and with their attendance dues collection agents.
- 3.4 Information voluntarily provided by you to the Proprietor may also be shared with your Parish for the purpose of supporting the student(s) formation of the faith and practices of the Catholic Church.
- 3.5 The information will not be shared with any other party without your permission.
- 3.6 You can ask for a copy of any personal information the proprietor holds about you, and ask for it to be corrected if you think it's wrong. If you would like a copy of your information, or want to have it corrected, please contact ADW.

Once completed, this form, and all other enrolment information required by the Proprietor for the purposes set out in clause 3.0 of this **Attendance Dues Agreement must be returned to the school.**

ADW Contact Information:

1. The ADW office is at the Catholic Centre, 22 Hill Street, Wellington 6011
2. Postal address: "Attendance Dues" **P.O. Box 1937 Thorndon, Wellington 6140**
3. Telephone: 0800 462 725
4. Email: dues@wn.catholic.org.nz

ADW dues team to complete this section:

School Number:

Enrolment Number:

Account Number: